



Issue Submission Form for Army Family Action Plan

USAG Franconia will conduct a scheduled AFAP symposium on January 24, 2006 to January 26, 2006. We would like to gather issues for submission.

What is AFAP?

- AFAP is a grass roots process that identifies issues of concern of the global Army Family. AFAP is a program that gives everyone in the Army the opportunity to influence his/her own quality of life and standard of living.

Please use the following guidelines when preparing your submission. Remember: submit only (1) issue per form. There are no limitations to the number of issues you may submit for consideration. Use the form enclosed as a guideline, or as the actual form to submit your issues. The document can be emailed to wendy.lakso@cmtymail.98asg.army.mil or hand delivered to Leighton, Giebelstadt, or Larson, Army Community Service Center (ACS). Write a brief statement summarizing the Issue. Please describe the problem or concern in paragraph form. Include enough information to ensure the Issue will be understood by all who read it or review it. Finally, offer a suggestion on how you would like to see the Issue resolved. Recommendation(s) should be clear and specific. Before finalizing your form, we suggest that you review it to ensure that the following questions have been asked.

- What am I trying to change?
- What approach should be used?
- How much time will it take?
- What is the best possible method?
- What are some alternative methods?
- How many people are needed?
- How much money or resources will it require?

If you don't have answers to the above, we understand. We hope that you will share with us what knowledge of the subject matter you do have. Please email your Issue papers to USAG Franconia AFAP Program Manager, wendy.lakso@cmtymail.98asg.army.mil

AFAP Program Manager

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Leighton ACS bldg. 14

ISSUE PAPER FORMAT

DEADLINE: Please return by 15 January, 2005

The following personal information is used for administrative purposes only. It will confirm receipt of your issue, obtain clarification as necessary, and provide after-action feedback.

Issue Submitter's Name: _____

Email Address: _____

CMR Mailing Address: _____

City: _____ State _____ Zip Code _____

Issue: (A few words summarizing the problem or concern)

Scope: (Describe one specific problem of concern in a paragraph form. Reference any laws, regulations, or policies that impact on the issue.)

Recommendations: (Include only (3) specific recommendations related to the single issue described.)

Send Issues to:

AFAP Program Manager

Wendy Lakso

DSN: 350-7103 or CIV: 0931-8897103

wendy.lakso@cmtymail.98asg.army.mil

Or deliver to Leighton ACS bldg. 14